

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

MINUTES FOR THE PRE-BID COMMITTEE: PROVISION OF GARDENING SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION-PJS/027/2021-2022 HELD AT PROTECTION HOUSE GROUND FLOOR ATM LOBBY, ON 6TH JUNE, 2022 AT 11.00AM.

MEMBERS PRESENT

1. Eng. John Nguru, Principal. Engineer
Chairman
2. Ms. Leah Kamweru, Public Health Specialist Member
3. Mr. Naman Agengo, Security Officer Member
4. Mr. Dan Kiprop, Procurement Officer Secretary
5. Ms. Mercy Kinanu, Stores Officer
Secretariat

ABSENT WITH APOLOGY

1. Gerald Odero, Human Resource Officer Member

AGENDA

1. Preliminaries
2. Pre-bid enquiries
3. AOB

FIRMS REPRESENTED

No.	NAME	FIRM	EMAIL ADDRESS	CONTACTS
1.	Ms. Caroline Otieno	M/s Colnet Ltd	info@colnet.co.ke	0782555539/C 782555518
2.	Ms. Cherotich Mogaka	M/s Superbroom Services	superbroom@yahoo.com	0728448904
3.	Mr. Patrick Karingu	M/s Village Masters Ltd	vmastars@gmail.com	0725861237/C 734441762
4.	Ms. Michelle Ndisia	M/s lidax Enterprises Ltd	lidaxenterprisesg@gmail.com	0718112209/C 750790964
5.	Mr. Stephen Musunza	M/s Termipest Ltd	lidaxenterprisesg@gmail.com	0718112209/0 50790964

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6	Ms. Judy Nyaryom	M/s Tamia Ltd	info@tamia.co.ke	0721520734/C 729993861
7	Mr. Jonathan Avasha	M/s Mason Services	info@masonservices.co.ke	0721544003
8	Mr. David Mutisia	M/s Binaline Enterprises	info@benaline.net	0721785479/ 0712997273
9	Mr. Agaga Enzeli	M/s Liga Holding Ltd	ligaholdings@gmail.com	0722982048
10	Mr. Abubakar Hassan	M/s Kamtix Cleaner	imfo@kamtixgroup.com	0711169276
11	Mr. Maina Antony	M/s Envirocare gem agencies Ltd	envirocarecleaningsservices@gmail.com	0716870967
12	Mr. Erick Akongo	M/s Pest Paragon Ltd	info@pestparagon.com	0722257457
13	Mr. Festus Mbindyo	M/s Dechrp EA Ltd	dechrpealltd@gmail.com	0725290796
14	M/s. Ouyah Jacqueline	M/s Bicevenea Ltd	bicevehealtd@gmail.com	0729227077
15	Mr. William Cheruiyot	M/s Medisan waste management & General Sanitation Services Ltd	Williamcheruiyot04@gmail.com	0722932998
16	Mr. Lawrence Kimutai	M/s Green Experience Ltd	mangunda@gmail.com	0720887363
17	Mr. Charles Mwangi	M/s Outland Express Services	outlandepressservices@yahoo.com	0724698629


MIN. NO. PJS/PRE-BID/01/2021-2022: PRELIMINARIES


The Chairperson called the meeting to order at 11:05am and welcomed the prospective bidders and Committee members present. The meeting started with a word of prayer from the Secretary. The Chairperson informed the members that due to the prevailing Covid-19 pandemic, all members were to abide by Covid-19 protocols.

MIN. NO. PJS/PRE-BID/02/2021-2022: BACKGROUND INFORMATION


The bidders' representatives were informed on the necessity of the Pre-Bid meeting as indicated in the bid document. The main purpose of the pre-bid was to address on the clarifications that would arise in relation to the tender. The Chairperson gave a briefing on the advertised tender that was scheduled for the pre-bid as follows:

1. PROVISION OF GARDENING SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION- PJS/027/2021-2022


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The bidders present were then invited to seek clarifications on the tender document of the advertised tender.

MIN. NO. PJS/PRE-BID/03/2021-2022: CLARIFICATIONS ON ISSUES RAISED BY THE PROSPECTIVE BIDDERS

PROSPECTIVE BIDDER	QUESTIONS	RESPONSES
PB1	Clarification on site visit on the areas to be gardened	The Prospective bidders were informed to seek appointment from the Procurement department for proper facilitation through the official Email address provided in the tender document if they need to visit the areas to be gardened before the tender closing date.
PB2	Clarification on the number of gardeners to be deployed by the bidders	The prospective bidders were informed that they were to plan for the number of gardeners required proportionate to the areas to be gardened. The prospective bidders were reminded to comply with WIBA requirements.

The prospective bidders were reminded to adhere to the instructions given in the tender document and ensure that the document is properly Tape Bound, all pages chronologically serialized, signed where necessary and addressed to the Director General, Parliamentary Joint Service, Parliamentary Service Commission.

Further, the prospective bidders were reminded to extensively go through the tender documents before submission.

All the clarifications sought and the pre-bid minutes were to be posted on the Commission's Website for all the prospective bidders. The prospective bidders were advised to seek any further clarifications through the official email provided in the tender document dg@parliament.go.ke before the tender closing date.

MIN. NO.PJS/PRE- BID/ 04/2021- SIGNING OF THE ATTENDANCE REGISTER

All the prospective bidders were requested to sign the attendance register circulated as evidence of having attended the Pre- Bid meeting.


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MIN. NO. PJS/PRE-BID/05/2021-2022: AOB

The Chairperson appreciated everyone present for attending the meeting and there being no other business, the meeting was adjourned at 12:10 pm and bidders left at their own pleasure.

Name	Signature	Date
1. Eng. John Nguru, Principal. Engineer	 08/06/2022
2. Ms. Leah Kamweru, Public health	 08/06/2022
3. Mr. Naman Agengo, Security Officer	 8/6/2022
4. Mr. Dan Kiprop Procurement Officer	 8/6/22
5. Ms. Mercy Kinanu Stores Officer	 8/06/2022